

TRAVEL

For SDDC 2004 Symposium
“Deployment and Distribution
– Factory to Foxhole”

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“There is a very fine line between “hobby” and
“mental illness.”

Anon.

REMINDERS

- ◆ Registration fees
 - Reimbursable
 - Included meals should be documented in the travel order/authorization (if known in advance)
 - If not in the travel order/authorization, the traveler must document on the travel claim (***or face potential fraud charges***)
 - Proportional per diem applies each day 1 or 2 meals are in the registration fee – ***like on 24 March here!***
 - ✦ Only the “IE” of M&IE paid on days when all 3 meals are in the registration fee

REMINDERS (cont'd)

- ♦ *N.B. JFTR & JTR (&FTR) are NOT “guidance”*
 - *They have force & effect of law!*
- ♦ TDY location, NOT HOTEL location, determines per diem locality (and rate) (very rare exception)
- ♦ Just because JFTR (or JTR) doesn't say you can't do something does NOT mean that you can (JFTR, par. U1005 and JTR, par. C1050-A)
- ♦ JFTR & JTR Appendices A are **must-read** if dealing with travel & transportation allowances

REMINDERS (cont'd)

- ◆ Continuing emphasis on CTO use
 - **Use for official travel is required by statutory regulation and is DoD MANDATORY Policy**
 - ✦ **Personnel action possible against violators**
 - JFTR, par. U3415; JTR, par. C2102
 - ***Any inference to the contrary is NOT correct***
 - A DFAS message – intended ONLY to provide reimbursement instructions – being cited as ‘policy’ allowing non-use. THAT IS WRONG! Interpretations of JFTR & JTR are provided by Services, PDTATAC and either DOHA or GSBCA.

TOPICS

- ◆ Travel Orders/Authorizations
- ◆ Commercial Transportation
- ◆ How they relate

ORDERS/AUTHORIZATIONS

- ♦ For civilian employees – see JTR, Chapter 3
- ♦ For uniformed personnel – see Service order preparation directives
- ♦ ***Significant*** new requirements for documenting need for/use of any premium-class transportation
 - MAP Item 66-03/CAP Item 62-03 on our website under ‘Travel Regulations’ ‘Changes’ ‘Immediate’

COMMERCIAL TRANSPORTATION

- ◆ New, far tighter, regulation son use of any premium class of transportation
 - A recent GAO report disclosed significant abuses and accountability lapses
 - Those preparing travel orders/authorizations need to read the changes to JFTR and JTR in MAP Item 66-03/CAP Item 62-03
 - Even CTOs should review these changes as the issuance of premium-class tickets without proper documentation

COMMERCIAL TRANSPORTATION (cont'd)

- ◆ Everyone – and I mean EVERYONE
- involved with transportation needs
to understand the new rules, new
MUCH higher authorizing/approval
authorities
 - Those who communicate with
uniformed personnel at Embassies
need to remind them as well

ORDERS/AUTHORIZATIONS & TRANSPORTATION

- ♦ The relationship should be obvious; the order/authorization drives the transportation mode and class
 - Poorly worded order/authorization will almost always lead to poorly provided services
- ♦ AOs need to know what the premium-class transportation rules are to avoid making unsupportable decisions

Past (since March 2002) Changes

- ◆ 4/1/02 (U) Uniformed personnel reimbursed for transportation if CTO and/or city pairs not used (just like civilian employees have been)
 - Exceptions include directed transoceanic transportation and improper use of foreign flag
 - Commands are the enforcers to take personnel action against members who fail to use available CTOs/appropriate city pair fares

Past (since March 2002) Changes (cont'd)

- ◆ 6/1/02 (U & C) Use of another carrier permitted if airline change is necessary and a city pair carrier does not interline baggage
- ◆ 7/1/02 (U) COT leave travel constructed cost changed from distance to cost
- ◆ 8/1/02 (U & C) Services are required to ensure travelers are aware of CTO use requirement

Past (since March 2002) Changes (cont'd)

- ♦ 10/1/02 (U & C) Travel schedules should permit arrival in time for a night's rest before starting TDY
 - Short (one day) TDYs clearly exempted
- ♦ 11/2 (repeat 2)/02 (C) FEML and R&R travel introduced for civilian employees
- ♦ 12/1/02 (U & C) 14-hour rule clarified yet again (regarding airport waits and plane changes)
 - More coming!

Past (since March 2002) Changes (cont'd)

- ◆ (1/1/03) (U) PCS per diem increased from \$50/day to \$85 (and then stays with 'Standard CONUS rate')
 - Dependents at \$63.75 & \$42.50
- ◆ 2/1/03 (U & C) Emphasis on the DoDD 5154.29 REQUIREMENT that PDTATAC see ALL written material that implements JFTR and JTR
 - Note: Don't copy JFTR and/or JTR material into implementing directives

Past (since March 2002) Changes (cont'd)

- ◆ 4/1/03 (U & C) Emphasis on commands taking action when the JFTR and/or JTR is not followed; (U & C) Rules tightened on business-class transportation use (U3125 & C2204); (U & C) R&R established for Operation Enduring Freedom (Appendix U)

Past (since March 2002) Changes (cont'd)

- ◆ 6/1/03 (U) Child-care Space A test concluded; (U & C) 'Indirect' and 'circuitous' made synonymous; (U) Old funeral travel rules removed (U5242); (U) No one-way emergency leave transportation clarified (U7205); (U) Alternate destination allowed for Special R&R (U7305)
- ◆ 7/1/03 (U) Emergency dental care transportation for dependents added (U5240)

Past (since March 2002) Changes (cont'd)

- ◆ 8/1/03 (U & C) Reason for any premium class use must be on the travel order/ authorization or the voucher (U3125 & C2204)
- ◆ 9/1/03 (C) PDT travel using 2 POCs made the rule (C2159, C3104); (U & C) Local travel changed to incorporate 'subway' use (U3505 & C2401)

Past (since March 2002) Changes (cont'd)

- ◆ 10/1/03 (U & C) Couriers needing premium class use lowest premium class (C3125, C31310, C3135 & C2203, C2204, C2205)
- ◆ 11/1/03 (C) Clarifies POC use for official travel (C2150, C2153, C2156); (C) Clarifies medical travel ICW other official travel (C6600)

Past (since March 2002) Changes (cont'd)

- ◆ 1/1/04 (U & C) Clarifies (again) no city pair use by any contractors (U3145 & C2002); (U & C) FEML 3-month rule for 12-month extension (U7207 & C6700); (C) Employee PDT travel moved to Chapter 5, Part B
- ◆ 2/1/04 (U & C) R&R transportation to the airport serving the leave destination App U)

THE FUTURE

- ◆ DTS Implementation
 - Appendix O replacing much of the TDY rules in JTR
 - Authorizing Officials (AOs) have latitude; decentralized authority & fewer 'rudder orders' from Service Headquarters
 - Not really many travel reimbursement changes
- ◆ JTR (civilian employees)
 - Emergency Leave & R&R provisions proposed
 - Two Services have not yet concurred

More Information

- ♦ The traveler's BIGGEST need is CORRECT AND TIMELY INFORMATION!!
- ♦ **READ APPENDIX A IN JFTR & JTR!!**
- ♦ ***Insist*** that travelers are informed by knowledgeable personnel using JFTR & JTR and implementing regulations
- ♦ ***Refer contractor Qs to the CORs & the FAR***
- ♦ ***'Mailing List' for announcements regarding JFTR/JTR***
- ♦ ***Subscriptions to JFTR/JTR (paper or CD ROM)***
 - ***<http://www.dtic.mil/perdiem/trvlregs.html#ordering>***



POINTS of CONTACT - MILITARY and CIVILIAN ADVISORY PANEL (MAP & CAP) MEMBERS & OTHERS

- ◆ See our website for phone numbers
 - <http://www.dtic.mil/perdiem/phdir.html>